

# INSTRUCTIONS FOR EXAMS

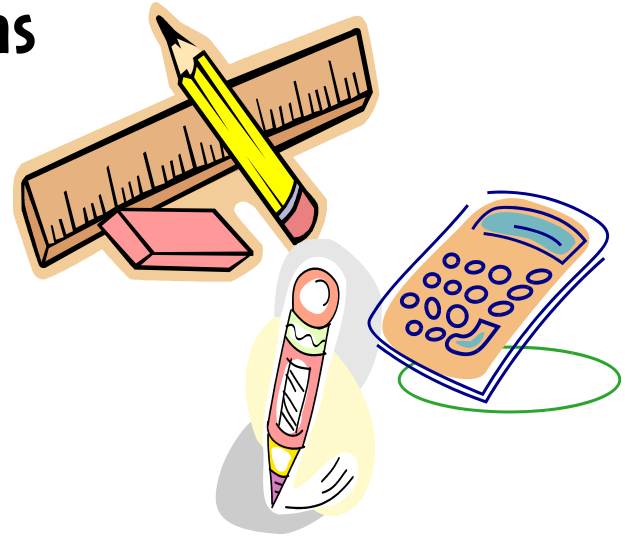


Aspire | Commit | Succeed

# Exam Equipment

- Equipment needed for the exams

1. Pens with black ink only
2. Pencils
3. Erasers
4. Rulers
5. Calculators without casing (check with class teacher)
6. Coloured Pencils/Highlighters
7. **CLEAR PENCIL CASES ONLY**



# Examination Times

You have been given a timetable for all the lessons that will have an exam.

You should line up quietly outside your classroom at least 2 **minutes** before the examination begins – you will not be given extra time if you arrive late.

# Coming into class for your exams

- Once you enter the exam room you are under ***“Exam Conditions”***. Come in quietly, **NO TALKING** and leave bags and coats where your teacher tells you to.
- Ideally **DO NOT** bring mobile phones, MP3/4, iPods or any other electronic equipment.
- **YOU MAY** bring bottled water if you wish. However ensure you take off any wrapping.

# Before the exam starts

- Wait quietly for instructions for the start of the exam
- You will be asked to start all at the same time.
- Try and answer all questions and keep an eye on the time.
- **NO COMMUNICATION** with any other students.
- If you need clarification about anything put your hand up. Your teacher will come and answer any query you might have.
- They will not explain question or words within the question.
- If you finish early. Check through your answers. If there is still time. Wait quietly for the end of the examination.

# End of Examination

- Your teacher will call time to end the examination.
- Stop writing as soon as this happens.
- Wait quietly (NO TALKING) whilst the teacher collects the papers.
- You will be dismissed by row quietly if it is the end of the lesson time.
- **NO TALKING TO OTHER STUDENTS UNTIL YOU HAVE LEFT THE CLASSROOM.**
- If you do so, your paper will be disqualified.

# Feeling unwell for an Exam?

## ■ Before exams illness

- You should phone the Pastoral Manager who will advise you what to do

## ■ During exam illness

- You should put your hand up and tell the invigilator immediately

# Late or Missed An Examination?

## ■ **Late**

- If you arrive after the start of an examination, you will **NOT** be entitled to any extra exam time.
- Late entrance has to be reported to the pastoral manager

## ■ **Missed**

- You will receive **ZERO** marks for the paper.
- Your teacher may arrange for you to sit the paper at another time for special circumstances.



**GOOD LUCK !!!**

